



# Columbus

# Building Services

## Division

## Building Investigation Team (BIT)

### *Ensuring the safety of Columbus citizens*

Nearly all construction-related work requires proper permits and approved inspections. The city's Building Service Division is responsible for issuing all building, electrical, plumbing and mechanical (heating & cooling) permits for properties located in Columbus. The Division also reviews and approves all building plans for new construction, alterations, renovations, additions and other related building activity.

Most licensed contractors and do-it-yourselfers apply for the necessary permits, but some work is performed by unlicensed contractors and without proper permits.

- ▶▶ If work is being done by an unlicensed contractor who has not applied for the necessary permits, the city's Building Investigation Team (BIT), comprised of building inspectors, investigates complaints of any suspected inappropriate construction-related activity.
- ▶▶ The inspectors ensure all work is performed by licensed/registered contractors and meets all requirements of the Columbus Building Code.
- ▶▶ Some "do-it-yourself" projects must also meet the requirements of the Columbus Building Code and permits must be obtained for certain home improvement projects. Those projects include windows, decks, siding, roofs and room additions. Permits are required for interior construction projects such as hot water tank replacement, major alterations; plumbing, electrical, heating and cooling installations.
- ▶▶ Building inspectors recommend working only with licensed contractors on home improvement projects. Research the company before you sign a contract.
- ▶▶ If you suspect that construction work in your neighborhood is being performed by unlicensed contractors and without proper permits, you can report this information to the Building Investigation Team HOTLINE: 614-645-1733 or via e-mail at: [kletherington@columbus.gov](mailto:kletherington@columbus.gov). All information received, including name, address and phone number of complainant, will be treated with extreme confidentiality.

For more information regarding the Columbus Building Services Division,  
visit our website at: [columbus.gov](http://columbus.gov)